

CLINTONVILLE PUBLIC LIBRARY  
GIFT POLICY

Prior Date of Review & Approval: 21 September 2005, 17 January 2007

Date of Review and Approval: 25 March 2008

The Library Director will send flowers to a current library trustee or staff member who is hospitalized.

The Library Director will send either flowers or memorial funds in the event of the death of a current library trustee or staff member or a member of their immediate family (immediate family means spouse, children, step-children, parents, step-parents, father-in-law, mother-in-law, siblings, sister-in-law, brother-in-law, grandparents, grandchildren, significant other)

To recognize their years of service, a book will be added to the collection in honor of trustees when they leave the library board. The former trustee will be notified of the donation.

A memorial book shall be added to the collection in the event of the death of a current or former library trustee or staff member. The family of the deceased will be notified of the memorial book.